

Appendix A

Appointing Certifying Officers and Accountable Officials

Part I INTRODUCTION

Army Business Rules for DTS, Appendix A, provides instructions for appointing Army certifying officers and accountable officials using DD Form 577. A sample letter of designation is at Appendix B. For additional details on certifying officers and accountable officials, refer to Army Business Rules for DTS, Section 8.0.

All digital signatures in DTS are made using the DoD Public Key Infrastructure (PKI) digital certificate.

Part II CERTIFYING OFFICER and ACCOUNTABLE OFFICIAL ROLES

1.0. Certifying Officer (CO)

Certifying officers (COs) certify payment documents and forward them to a disbursing office. Travel documents involving disbursement of funds must be approved by a CO. Travel authorizations that include non-ATM advances and/or scheduled partial payments, as well as vouchers from authorizations and local vouchers, require the approval of a CO. Transportation officers act as COs when they certify the centrally billed account invoice for payment. When the appointment as a CO ends, the appointment must be revoked in writing and the user's access to additional functions must be removed by reducing the person's permission and access to the lowest level required to perform their remaining duties.

2.0. Authorizing Official (AO)

2.1. Authorizing Officials (AO) approve travel authorizations. The AO must ensure that the arrangements are in compliance with travel policy and that should-cost estimates are reasonable and consistent with mission requirements prior to approval. The AO must also ensure that the proper lines of accounting (LOAs) are applied to travel authorizations, particularly when the AO is responsible for more than one line of accounting. The AO can not approve a travel authorization when the should-cost estimate exceeds the amount of funds available for the line of accounting. Should this occur, AOs can contact FDTA for further guidance and/or obtain an increase of funds in the DTS Budget.

2.2. When an AO approves an authorization that includes a request for a non-ATM advance and/or scheduled partial payment, a voucher from authorization, or a local voucher; their approval results in a disbursement of funds. In doing so, the AO acts as a certifying officer (CO) for the disbursement and must be trained and appointed as a CO in accordance with the DoDFMR. ***For this reason, it is***

highly recommended that all authorizing officials (AOs) also be trained and appointed as certifying officers (COs).

2.3. For a list of AO responsibilities refer to DoDFMR, Volume 5, Chapter 33, paragraph 3303 and Volume 9, Chapter 2, paragraph 020401-C.

3.0. Finance Defense Travel Administration (FDTA)

3.1. FDTA personnel can be any member of the budget, resource management, or accounting and finance office for an organization. FDTA must comply with all applicable financial policies and procedures for monitoring funds. Refer to DoDFMR Volume 9, Chapter 2 for additional details concerning responsibilities of FDTA.

3.2. FDTA personnel must also be familiar with the DoDFMR, JFTR/JTR, especially Appendix O (Simplified Entitlements), and other DoD and Army travel policies. Refer to the Defense Travel System Financial Field Procedures Guide for information regarding DTS financial procedures.

4.0. Non-DTS Entry Agent (NDEA)

4.1. The NDEA provides administrative support to travelers. The NDEA is identified using the DTS user profile to have access to the T-ENTERED stamp. Appropriate group access must be granted for access to travel documents for the travelers the NDEA supports. DTA provides the special access required by the NDEA.

4.2. An NDEA is a military member or DoD civilian employee, designated in writing for the input of trip requests and claims for reimbursement in the DTS for other travelers (refer to DoDFMR Volume 9, Chapter 2). If the NDEA signs a voucher, the traveler must provide a signed DD form 1351-2 and supporting documentation to the NDEA. The NDEA enters all voucher data as specified on the voucher signed by the traveler. The NDEA uses the T-ENTERED stamp when signing a voucher instead of the SIGNED stamp. An NDEA may only sign vouchers for disconnected travelers (travelers who do not have reasonable access to DTS), pursuant to DoDFMR, Volume 9, Chapter 2, and must not be used as a routine.

4.3. The original paper voucher and all appropriate substantiating documents shall be electronically attached the voucher for review, as required, and to satisfy the 6 years and 3 months document retention requirement.

5.0. Routing Official

A routing official is a person assigned to an electronic routing list to review travel documents prior to approval. These persons are sometimes referred to as reviewers. The routing list may include budget/resource management personnel, intermediate supervisors, personnel who perform a quality assurance function, transportation office personnel, and/or others responsible for examining and/or

applying data to travel documents prior to approval and certification. The APPROVED stamp locks the document.

6.0. Self-Authorizing Official (SAO)

Blanket travel orders are not supported under DTS. DTS is based on a travel voucher for each travel authorization. Individuals who previously traveled under blanket travel orders may be appointed as "self-authorizing officials" (SAOs). If so appointed, these persons may approve their own travel authorizations (unless a non-ATM advance or scheduled partial payment (SPP) is included). An SAO *may not* approve own voucher from authorization or local voucher.

Part III INSTRUCTIONS FOR APPOINTING DTS SUPPORT PERSONNEL

1.0. General Instructions

1.1. DTS certifying officer and departmental accountable official responsibilities are defined in DoDFMR Volume 5, Chapter 33, and Volume 9, Chapter 2. DD Form 577, Appointment/Termination Record, dated January 2004 or later, shall be used to appoint of Army certifying officers and accountable officials (DoDFMR Volume 5, Chapter 33, Paragraphs 330501, and 330505). Army accountable officials must also be notified in writing by letter of designation that apprises them of pecuniary liability for illegal, improper, or incorrect payments that result from negligent performance of duties (DoDFMR Volume 5, Chapter 33, paragraph 330505). A sample memorandum of designation is provided in Appendix B. General instructions for completion of DD Form 577 are listed on page 2 of the form. Additional instructions completing DD Form 577 for Army personnel are included in this appendix.

1.2. Individuals eligible for appointment as certifying officers or departmental accountable officials within the U.S. must be U.S. citizens.

1.3. Army certifying officers and departmental accountable officials must complete certifying officer and accountable official training (<https://www.saffm.hq.af.mil/coaotut/>).

1.4. DoDFMR Volume 5, Chapter 33, paragraphs 330501 and 330505 respectively, stipulate that heads of the DoD Components (or their designees) shall appoint certifying officers and departmental accountable officials. The appointee shall sign DD Form 577, Appointment/Termination Record. For DTS, finance defense travel administration (FDTA) has the responsibility to retain a file of approved appointment records and provide a letter signed by the installation or activity commander to the appropriate disbursing office indicating where the appointment documents are maintained. This letter shall be mailed to:

DFAS-ATDQ/DEDE
6760 E. Irvington Place

Denver, CO 80279-8630

1.5. In some cases, personnel who serve in DTA may serve in more than one role, for example FDTA and LDTA). In these cases, all of the assigned roles and responsibilities shall be noted in Block 14 of DD Form 577.

1.6. Separation of Duties. The separation of duties policy stipulates that an individual may not serve in DTA and also as an AO/CO approving travel documents. *Exception may be granted on a case-by-case basis with express written approval by the ARCOM, ASCC, or DRU (formerly the MACOM) of the organization in question.*

2.0. Language for DD Form 577

Specific language is provided in this section for use with DD Form 577 for appointment of Army certifying officers and departmental accountable officials.

2.1. Authorizing Official (AO)

2.1.1. In block 13, mark "X" at ACCOUNTABLE OFFICIAL.

2.1.2. In block 14, enter: Authorizing Official. Approve DTS travel authorizations. ***You may not concurrently serve in another accountable position, such as Defense Travel Administration (DTA). Exception under is on a case-by-case basis with express written approval by the ARCOM, ASCC, or DRU (formerly MACOM). You may not approve your own local voucher, voucher, or travel authorization that includes disbursement of funds. Only an SAO may approve his or her own travel authorization. Unless you are also appointed as a Certifying Officer, you do not have authority to certify travel documents for payment.***

2.1.3. In block 15 enter: DoDFMR, Volume 5, Chapter 33 and Volume 9, Chapter 2.

Refer to Certifying Officer or Authorizing Official/Certifying Officer (AO or AO/CO) for an Authorizing Official who also serves as a Certifying Officer.

2.2. Certifying Officer (CO) or Authorizing Official/Certifying Officer (AO/CO)

2.2.1. In block 13, mark "X" at CERTIFYING OFFICER.

2.2.2. In block 14, enter: Approve DTS travel authorizations, local vouchers, and vouchers. As a certifying officer, you are responsible for certifying travel documents prepared under DTS for payment in accordance with appropriate travel policy. For a Transportation Officer who certifies invoices for payment, enter: Approve centrally billed account invoices for payment. As a certifying officer, you are responsible for certifying centrally billed account invoices for payment in accordance with appropriate travel policy. ***You may not concurrently serve as a deputy disbursing officer to any DSSN, cashier, paying agent, collection agent, change fund custodian, imprest fund cashier, or in any other accountable position involving the management of DTS. Exception may be granted on a case-by-case basis with express***

written approval by the ARCOM, ASCC, or DRU (formerly MACOM). You may not approve your own local voucher or voucher.

2.2.3. In block 15 enter: DoDFMR Volume 5, Chapter 33 and Volume 9, Chapter 2.

2.3. Finance Defense Travel Administration (FDTA)

2.3.1. In block 13, mark "X" at ACCOUNTABLE OFFICIAL.

2.3.2. In block 14, enter: Finance Defense Travel Administration. Responsible for administration of DTS Lines of Accounting (LOA), budgets, and for overall administration of DTS (refer to DoDFMR Volume 9, Chapter 2). Responsible for maintaining a file of appointment records and for preparing and forwarding an appropriate letter indicating the location of the appointment records to the DFAS disbursing office(s). May review DTS travel documents for fund control and accuracy. **You do not have the authority to approve DTS travel documents.**

2.3.3. In block 15 enter: DoDFMR Volume 5, Chapter 33 and Volume 9, Chapter 2.

2.4. Non-DTS Entry Agent (NDEA)

2.4.1. In block 13, mark "X" at ACCOUNTABLE OFFICIAL.

2.4.2. In block 14, enter: Non-DTS Entry Agent. Create and sign travel authorizations. Create and sign vouchers and local vouchers, using the T-ENTERED stamp, for submission on behalf of "disconnected" travelers. Receive a manually prepared, signed DD Form 1351-2 or SF 1164 and copies of receipts and supporting documents from "disconnected" travelers for travel vouchers and local vouchers,. When signing DTS vouchers for travelers, you certify that the information contained in the traveler's manually prepared and signed voucher or local voucher has been entered as claimed on that voucher. You are not responsible for the validity of the claims on the manual local voucher or voucher signed by the traveler. You will not sign vouchers for travelers as a routine, but only for "disconnected" DTS travelers. **You do not have authority to approve DTS travel documents.**

2.4.3. In block 15, enter: DoDFMR Volume 5, Chapter 33 and Volume 9, Chapter 2, paragraph 020404.

2.5. Organizational Defense Travel Administration (ODTA)

2.5.1. In block 13, mark "X" at ACCOUNTABLE OFFICIAL.

2.5.2. In block 14, enter the following: Organizational Defense Travel Administration. Administer DTS, which may include creating and maintaining organizations, routing lists, groups and personal profile data at an appropriate level. May review travel documents prior to approval. Provide training to DTS users. Provide DTS functional support to users. **You do not have authority to approve DTS travel documents.**

2.5.3. In block 15, enter: DoDFMR Volume 5, Chapter 33 and Volume 9, Chapter 2.

2.6. Organizational Lead Defense Travel Administration (Organizational LDTA)

2.6.1. In block 13, mark "X" at ACCOUNTABLE OFFICIAL.

2.6.2. In block 14, enter the following: Organizational Lead Defense Travel Administration. Responsible for coordinating administration of DTS at the organization level, which includes creating and maintaining organizations, routing lists, groups and personal profile data. Coordinate functional support for DTS users. Coordinate and provide DTS training at the organization level. May review travel documents prior to approval. ***You do not have authority to approve DTS travel documents.***

2.6.3. In block 15, enter: DoDFMR Volume 5, Chapter 33 and Volume 9, Chapter 2.

2.7. Routing Official

2.7.1. In block 13, mark "X" at ACCOUNTABLE OFFICIAL.

2.7.2. In block 14, enter the following: Routing List Official. Responsible for examining and/or applying data to DTS travel documents prior to approval. May verify eligibility to travel, verify entitlements, and/or apply lines of accounting. ***You do not have authority to approve DTS travel documents.***

2.7.3 In block 15, enter: DoDFMR Volume 5, Chapter 33.

2.8. Self-Authorizing Official (SAO)

2.8.1. In block 13, mark "X" at AUTHORIZING OFFICIAL.

2.8.2. In block 14, enter the following: Approve DTS travel authorizations. ***You may not concurrently serve in Defense Travel Administration. Exception under DTS is on a case-by-case basis with express written approval of your ARCOM, ASCC, or DRU (formerly MACOM). An SAO may not approve his or her own voucher, local voucher, or travel authorization that includes disbursement of funds. Only an SAO may approve his or her own travel authorizations. You do not have the authority to certify travel documents for payment.***

2.8.3. In block 15 enter DoDFMR, Volume 5, Chapter 33.

2.9. Site Lead Defense Travel Administration (Site LDTA)

2.9.1. In block 13, mark "X" at Accountable Official.

2.9.2. In block 14, enter the following: Site Lead Defense Travel Administration. Responsible for coordinating administration of DTS at the site level, which includes assisting organizational defense travel administration (DTA) with creating and maintaining organizations, routing lists, groups and personal profile data. Assist organizational personnel in providing functional support to DTS users. Assist organizational DTA with training. ***You do not have authority to approve DTS documents.***

2.9.3. In block 15, enter DoDFMR, Volume 5, Chapter and Volume 9, Chapter 2.